

# Allocation of places with ILIAS-"Sessions"

Last update: 22.10.2020

ILIAS offers you the possibility to manage attendance events via the object "Sessions". In this guide in the context of hybrid teaching formats the focus is on the options for allocating space.

This way you can allocate the available seats to students before an event date in order to avoid that more students arrive at the location than the room capacity allows.

The distribution can be done either according to the "first come, first served" principle, in which students can register for a date until the preset maximum number of participants has been reached (recommended for large numbers of participants), or via participation requests, which must then be confirmed by the course administrator, which can influence the actual allocation of places (more suitable for smaller numbers of participants).

## Overview

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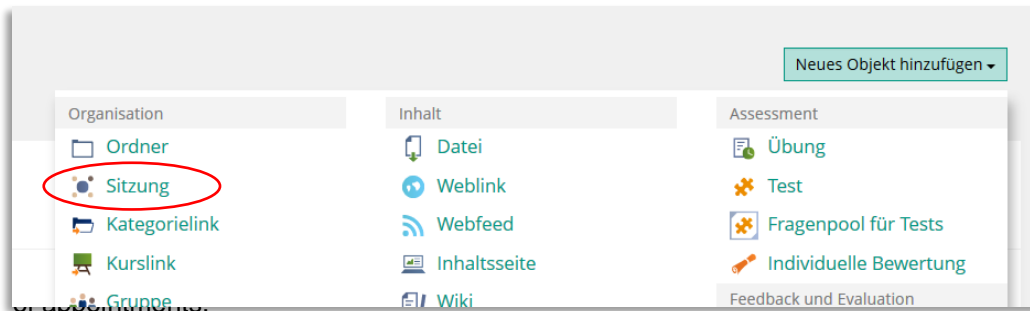
Important notes are marked yellow.

Additional information is marked in blue.

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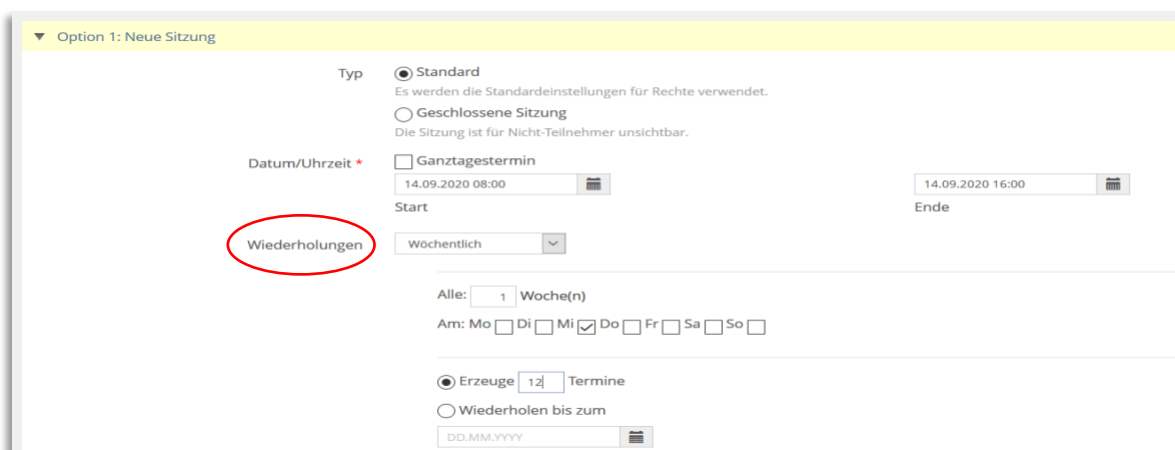
## Create and manage attendance events (sessions): Basics

Select the object "Session" in ILIAS via "Add new object".



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create a series

If you want students to be able to register for events themselves, select the "Standard" option under "Type". This is the only way to ensure that students can see all sessions. If you plan to assign the students themselves to individual sessions, you can also select the option "Closed session". In this case, the session is only visible to participants who have been actively assigned to the session by you.



In the next step, you define a registration procedure for the allocation of limited presence places. Select "Direct registration" if you want to proceed according to the "first come, first served" principle. Select "Request participation" if you want to influence the allocation of the attendance places by confirming the participation requests. Select "Limited number of participants" to specify the number of places to be allocated. If required, a waiting list can also be activated with or without an automatic move-up function.

ANMELDUNG DURCH BENUTZER

Anmeldeverfahren

Direkte Anmeldung  
Benutzer müssen auf „Anmelden“ klicken, wenn Sie an dieser Sitzung teilnehmen möchten.

Teilnahme beantragen  
Eine Teilnahme an der Sitzung erfordert die Zustimmung durch einen Administrator.

Keine Anmeldung erforderlich  
Für diesen Sitzungstermin ist eine Anmeldung nicht erforderlich.

Begrenzte Teilnehmeranzahl

Maximale Anzahl   
Ist die maximale Teilnehmeranzahl erreicht, ist eine Anmeldung nicht mehr möglich.

Warteliste

Keine

Ohne automatisches Aufrücken  
Ist die maximale Teilnehmeranzahl erreicht, können sich weitere Benutzer auf eine Warteliste setzen lassen.

Mit automatischem Aufrücken  
Teilnehmer rücken automatisch bei Stornierungen von der Warteliste nach. Dies sollte nicht in Verbindung mit dem Anmeldeverfahren "Teilnahme beantragen" benutzt werden, da die Bestätigung so umgangen wird.

## Manage participants of classroom events

Once you have logged in, you as course administrator can use the session object (via the "Participants" tab in the respective session) for the following purposes, such as:

- view the registration status or confirm the participation request.
- send an e-mail to all or selected session participants.
- print a list of participants for the selected session.

02. Sep 2020, 08:00 - 10:00: Corona Testveranstaltung Aktionen ▾

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<input type="checkbox"/>	Name	Benutzername	Rollen	Angemeldet	Teilgenommen	Kontakt	Note	Kommentar
<input type="checkbox"/>	Holstein, Sarah	sholstein	Kursmitglied	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Holstein, Sarah	al9569	Kursadministrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Alle auswählen
   
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You can then use the digital registration overview or the printed list during the classroom session to check whether the students present match the students registered for the session.

## Session view/registration process from the students' perspective

Students can see in the overview of the sessions how many seats can still be booked at the moment. If there are still free seats available, they can book a seat by clicking on "Register".

SITZUNGEN

- ▶  02. Sep 2020, 08:00 - 10:00: Corona Testveranstaltung  
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- ▶  09. Sep 2020, 08:00 - 10:00: Corona Testveranstaltung  
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Bitte klicken Sie auf Anmelden, wenn Sie an dieser Sitzung teilnehmen möchten.

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ALLGEMEIN

*Sprache* Deutsch

If all places are already taken, students can be placed on a waiting list, if this option is activated. If you have activated the automatic move-up option, the places can be given to people on the waiting list even in the case of short-term cancellations.

## Tips and additional information

- If you would like to prevent individual students from reserving seats in all sessions at the beginning of a session when space is limited and thereby depriving others of the opportunity to participate in a session on site, you can use the pull-down menu for the individual session to restrict its "availability" so that the session appears in the students' view only one week before the actual date and can therefore only be booked at that time. Thus all students have a chance on one of the attendance places each week once again.
- For sessions, a separate section is created in the "Contents" tab by default. If you want to avoid this, you can change the setting "View" to "Simple List" in the "Settings" tab of the course so that sessions appear under a heading "Content" just like any other content element.

Please note, however, that sessions always have a date and are automatically sorted according to it in the "Session View". When you switch to the "Simple List" view, you may need to re-sort "manually" to create the desired order of view.

- In addition to allocating space, you can also use sessions to manage/assign materials. For detailed instructions on all functions of the Sessions object, click [here](#).

## Info & Contact

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